



TO TRANSFER VIRGINIA TITLE FROM THE NAME OF DECEASED PERSON

THE VEHICLE IS NOW TITLED IN THE NAME OF DECEASED PERSON ONLY:

Record the new owner's name and other information in Section A of the Virginia Certificate of Title. If appointed, the Administrator/Executor of the decedent's estate must print or write in the seller's signature block of Section A of the Virginia Certificate of Title. "The Estate of (decedent's name)," and sign their name followed by the appointed title, "Administrator or Executor." If an Administrator or Executor is not to be appointed, attach a form VSA-24 completed by all legal heirs 18 years of age and over. The designated heir must print or write in the seller's signature block of Section A of the Virginia Certificate of Title, "The Estate of (decedent's name)," and sign their name followed by the designation, "heir." In a case where there is no legal heir, the court will decide the disposition of vehicle.

New owner can apply for title by completing Section C (Application for Certificate of Title) on Virginia Certificate of Title. A \$10.00 title fee is required.

Since you cannot transfer license plates from the deceased person's name to the new owner, complete the enclosed registration application portion of form 17A or you may use a separate form VSA 14 which is attached.

If the new owner currently has license plates, indicate license plate number to be transferred and include a \$2.00 transfer fee.

If the new owner is purchasing license plates, include \$28.50 if the weight is 4,000 lbs. and under, \$33.50 if the weight is 4,001 lbs.-6,500 lbs., \$39.50 if the weight is 6,501-7,500 lbs. Double these fees if you wish to register for two years.

If your insurance does not meet the Virginia minimum requirements or if your vehicle is uninsured you must pay an uninsured motor vehicle fee. Vehicle must be insured or Uninsured Motor Vehicle Fee paid before license plates can be purchased or transferred.

See section below for Motor Vehicle Sales and Use Tax Requirements.

THE VEHICLE IS JOINTLY TITLED:

In the seller's signature block of Section A of the Virginia Certificate of Title, indicate which owner is deceased, then each surviving owner sign his or her signature on the Virginia Certificate of Title.

New owner(s) must complete Section C (Application for Certificate of Title). A \$10.00 title fee is required.

Complete the enclosed VSA 14 and indicate license plate number to be transferred, if any. A \$2.00 fee is required.

If your insurance does not meet the Virginia minimum requirements or if your vehicle is uninsured, you must pay an uninsured motor vehicle fee (unless you have already paid the fee on this set of valid license plates). Vehicle must be insured or Uninsured Motor Vehicle Fee paid before license plates can be purchased or transferred.

See below for Sales and Use Tax requirements.

IF THE VEHICLE IS TITLED JOINTLY WITH RIGHT OF SURVIVORSHIP, THE SURVIVING OWNER SHOULD:

Complete assignment as seller in Section A (Assignment of Title by Owner) on the Virginia Certificate of Title and attach a copy of the death certificate of the deceased owner. (A \$10 fee is required). Submit a copy of the Death Certificate with the original title for issuance of a substitute title.

MOTOR VEHICLE SALES AND USE TAX REQUIREMENTS:

There is a Motor Vehicle Sales and Use Tax calculated at the rate of 3% of the sale price of the vehicle. If the heir is not the spouse, son, or daughter of the deceased, the \$35.00 minimum sales and use tax applies. If indebtedness was assumed as a result of inheriting the vehicle, it will be necessary that the purchaser make declaration of the amount assumed and pay appropriate tax of 3% of the amount of indebtedness assumed.

If there is a recorded lien, the Administrator or Executor must obtain the title from the lienholder in order for DMV to change the ownership. If there is a lien to be recorded and the new owner is not assuming any additional obligation, it will be necessary that we be furnished with a statement from the lienholder to the effect that no money was involved. A \$10.00 title fee is required.